



Policy

Title:	Procurement of Personnel
Effective Date:	July 15, 2019
Approved By:	President’s Council
Responsible Party:	Vice-President for Human Resources
History:	5/22/1996; 07/11/2016
Related Documents: Affirmative Action Plan; Search Committee Guidelines; Background and Employment Verification Checks Policy; Reimbursement of Moving Expenses Policy; EEO/Affirmative Action Policy; Non-Harassment/Non-Discrimination Policy.	

I. PURPOSE

The intent of this policy is to ensure that recruitment and selection decisions are made consistently, fairly and equitably and meet any legislative requirements.

II. DEFINITIONS

Applicant: Any individual who (a) has expressed an interest in an available position within Salus University; (b) has followed the University’s standard procedures for submitting applications; and (c) possesses the basic qualifications for the available position.

Applicant Tracking System (ATS): A software application that provides a central location and is a database designed for recruitment tracking purposes.

Candidate: An applicant who is being considered for employment for a particular position within the University.

III. POLICY

Salus University is committed to attracting, securing and retaining a diverse and inclusive pool of the most highly qualified individuals available for all university positions, in accordance with the principles of affirmative action and equal employment opportunity. Consistent with all applicable local, state, and federal laws, and the university’s obligations as a federal contractor, all recruitment and hiring activity must operate in accordance with the Equal Opportunity, Affirmative Action and Non-Discrimination and Anti-Discrimination policies.

IV. PROCEDURE

Request for Personnel

1. Staffing requests must be initiated by the position's supervisor and approved by the appropriate Cost Center Administrator and/or Senior Administrator by submitting an electronic personnel requisition.
2. The Office of Human Resources will process only approved requisitions.
3. It is the supervisor's responsibility to ensure that there is an up-to-date job description before any posting/recruiting activities occur. If no job description is on file, one must be prepared before the open position can be advertised/posted. All job descriptions must be approved by the Vice President of Human Resources.

Advertising

1. Any necessary advertisements will be prepared and placed by the Office of Human Resources indicating the position's responsibilities, qualifications and a closing date (if applicable) for acceptance of applications/resumes for the position.
2. Positions may be posted internally only or both internally and externally. If advertised externally, open positions will be posted on the University website until filled. Departments will be charged all fees/costs associated with external advertising.

Recruitment Agencies

1. Engagement of recruitment agencies can only be initiated by the Vice President of Human Resources or by the Provost. This ensures that the correct documentation is in place to govern the engagement. All agencies must have an executed Recruitment/Hire Agreement prior to recruitment activity commencing.

Search Committees

1. Search committees will be established for all faculty and Officer positions. The President is responsible for selecting the members of the search committee for Officer positions and the Provost, or his/her designee, is responsible for selecting the members of the search committee for faculty positions. The President and/or Provost will select a Search Committee Chair for each search as appropriate.
2. Search committees must follow the guidelines/instructions issued by the Office of Human Resources. See "Search Committee Guidelines" document.

Exception to Recruitment

Recruitment is not required when a position is to be filled by:

- Demotion or lateral transfer of an employee within the same organizational unit;
- Lateral transfer of an employee along with the budgetary provision for that employee's position;
- Transfer or reemployment of an employee in accordance with Policy (e.g. Reasonable Accommodation; Medical Leave; or Family and Medical Leave);
- Recall of a laid-off employee or placement of an employee with preference for reemployment or transfer;
- An employee whose responsibilities or title have changed as a result of a reorganization or reassignment of functions among positions within the same organizational unit;
- An existing employee is offered and accepts a transfer to a higher job classification; or

- An existing faculty member is offered and accepts administrative duties (and corresponding administrative increment).

Placement Goals

- Set by the University to serve as objectives in correcting underutilization of women and under-represented minorities when underutilized job groups are identified.
- Represent a benchmark for evaluating achievement of goals on affirmative action progress.
- Are expected to be met only if hiring opportunities arise; they do not require the hiring of a person who is less qualified, nor do they require an employer to hire a specified number of persons.

Review/Selection Process

1. Internal applicants will be given initial consideration. If the position cannot be filled from internal applicants, attempts will be made to fill the position through external recruitment procedures determined by the Office of Human Resources in conjunction with the position's supervisor.
2. The position's supervisor or the Search Committee Chair will review all applications received electronically via the Salus University applicant portal and select individuals who meet the essential qualifications of the position.
3. At the request of a candidate with a disability, accommodations may be required during recruitment and hiring processes, including but not limited to:
 - a. completing or accessing application materials;
 - b. accessing the interview process, including physical location; or
 - c. completing any required pre-employment assessments.
4. Hiring managers may direct any questions or concerns regarding the provision of an accommodation during recruitment and hiring processes to the Office of Human Resources.

Re-Employment of Former Employees

1. An employee whose employment was terminated by Salus University is not eligible for rehire.
2. In instances of re-employment, any continuity of service matters will be resolved prior to the point of the former employee's re-engagement. There will be no continuity of service if the employee resigned from their employment with Salus. In this case, service will start on the day of commencement of the new employment contract, and all leave entitlements will be based on the rehire date.

Interviews

1. Qualified applicants will be interviewed by the applicable search committee or appropriate supervisor. The search committee or interviewer coordinates interview dates/times.
2. Pre-employment testing, when appropriate, will be coordinated and administered by the Office of Human Resources.

3. The Office of Human Resources will discuss the University's personnel policies, benefits, salary, and other employment information directly with the applicant when requested by the interviewer.
4. An INTERVIEW EVALUATION FORM is to be completed for each applicant interviewed by all interviewer(s) and submitted to the Office of Human Resources.
5. Upon completion of the interview process, the Hiring Manager or Search Committee Chair shall return a completed Recruitment Folder containing all applicable documents along with completed INTERVIEW FORMS to the Office of Human Resources. The Supervisor or Search Committee Chair shall indicate which applicant(s) are to be considered and request that the Office of Human Resources conduct reference checks.

Reference Checks/Background Checks

1. The university requires that a minimum of two employment verifications and reference checks be obtained on all final candidates during the candidate selection process. The reference check and employment verification process will be conducted by the Office of Human Resources or their designee for final applicants.
2. Background screening, which the university requires for certain faculty and staff employees, may not be conducted until after a conditional offer of employment has been extended to a final candidate, the candidate accepts the offer, and the candidate consents to the background screening. Appropriate background checks, educational and/or professional licensure verifications will be conducted by the Office of Human Resources. All required background check results must be received by the Office of Human Resources within thirty (30) days of the start date for each new hire.

Offers of Employment

1. The Office of Human Resources is responsible for making all non-faculty job offers.
2. The Provost is responsible for making all faculty job offers.
3. Once an candidate accepts the verbal job offer:
 - a. For Faculty positions, the Office of Human Resources will initiate a written job offer letter noting the details of the position/offer (e.g. rank, tenure, FTE, benefits, etc.) to be signed by the Provost.
 - b. For non-faculty positions, the Office of Human Resources will send out an offer letter to be signed by the Vice President of Human Resources & Administrative Services.
 - c. Selected applicants are required to sign the Job Offer letter and return it to the Office of Human Resources.
 - d. Once the signed offer letter is received back by Human Resources, the President's Office will send out letters of appointment for Faculty positions.
4. Reimbursement of moving expenses may be included in the employment offer for certain University positions subject to IRS regulations and written policy.

5. Internal candidates selected for a posted position are required to submit a written letter of resignation to their current supervisor [notifying him/her of the change in position] specifying a specific date of transfer as coordinated by the Office of Human Resources.

Closing of Open Position

1. The office of Human Resources is responsible for removing all external advertising for filled positions.
2. The Office of Human Resources is responsible for notifying interviewed applicant(s) who were not selected that the position has been filled.

Temporary Workers

1. The use of temporary staff (either direct hire or from an agency) is coordinated through the Office of Human Resources.